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Rural Health Clinic Conversion Introduction and First Steps

Thank you for engaging Healthcare Business Specialists to help you convert your practice into a Rural Health Clinic under the provisions of Public Law 95-210 and qualify for additional reimbursement from Medicare and Medicaid. Mark R. Lynn, CPA and Dani Gilbert, CPA will be the primary contacts you have with Healthcare Business Specialists, so feel free to contact us at any time. You can find our contact information at the end of this report. We do need to know how to contact you as well and who you would like to be involved in the RHC conversion, so we would like you to complete the following form and we can use that to complete our database of contact information and return it to us.



[HBS Client Intake Form with Contact information from the Clinic \(PDF\)](#)

We do have a lot of resources and information to help you learn more about becoming a rural health clinic including resource pages on our website by topic, a Facebook Group to ask questions, and a YouTube channel with recordings of webinars. Here is a link to a letter with the resources listed and links to find the information:

[Letter to RHC Startup Clinics with information and resources regarding RHCs \(PDF\)](#)

One thing we like to do is have a Kickoff Webinar which is about 30 to 45 minutes and gives you a chance to ask questions about the process and an opportunity for us to introduce ourselves. Please email us to set up a date and time for the Kickoff Webinar.



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First Steps

The first step to become a rural health clinic is to complete an 855A (An RHC is an institutional provider under Medicare regulations and **must bill Medicare using a UB-04 format**) form that must be approved by a Medicare Administrative Contractor. This can be done using PECOS or paper. We will need the following information listed in the questionnaire below to prepare the 855A whether we use PECOS or paper. If you do want us to use PECOS please provide us with your log information. Here is a link to the 855A Questionnaire that should be returned to Dani Gilbert, CPA.

[855A Questionnaire to begin the 855A process. Return to Dani Gilbert \(Word\)](#)

[855A Questionnaire to begin the 855A process. Return to Dani Gilbert \(PDF\)](#)

Once the 855A is completed the paper version will be emailed to you and the RHC will print, sign, and mail the 855A to Medicare. We will pay the \$586 (in 2019) fee to Medicare as a part of the retainer we received unless otherwise arranged. It will normally take between 45 and 60 days for Medicare to approve the 855A. At that point we will begin to work on preparing for the RHC inspection and preparing the state application.

Conclusion

We are only going to cover the first steps in this Introduction Memorandum as the RHC conversion process is rather lengthy and involves many steps over time. Thanks again for engaging Healthcare Business Specialists to work with you on this project.

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